



Take the fast lane toward your career goals with internships.

## Reasons to Get an Internship

- Test drive different career options
- Gain hands on experience
- Apply your coursework knowledge to the "real world"
- Build a professional network
- Increase your marketability for future jobs and grad school
- Gain Academic Credit through Uni Studies 193

## How to Land an Internship

- **Research your career interests.** Narrow your career interests before you begin your internship search in order to target internships based on your major or career goals. There are a multitude of internships and they vary greatly for every career field.
- **Seek internship advice.** Stop by the UCI Division of Career Pathways during Drop-In Advising hours or make an individual appointment with a counselor to discuss your personal career goals, ask specific internship questions, and develop an action plan to start your internship search.
- **Begin the internship search early.** Utilize a variety of methods and resources to help you with your internship search.
- **Prepare to apply.** Research the requirements and the application process for every internship you want to apply for because these may vary. You will most likely need to create a tailored resume and cover letter.
- **Practice your interviewing skills.** Participate your interviewing skills. Utilize Big Interview to watch instructional videos on preparing for an interview, answering common questions and even practice conducting a virtual mock interview by choosing from their extensive Question Library.



## INTERNSHIP QUESTIONS?

If you have internship questions, schedule an appointment with a career educator on Handshake.

## Internship Search

- Handshake Job & Internship Listings
- Campus interview program
- Career fairs
- Networking
- Company Websites
- Internship Search Engines
- Division of career Pathways Internships
- UCI Internship Programs

## Maximize Your internship

Make sure the internship is project-based and you are obtaining meaningful work experience. Deliver high quality work and strive to exceed expectations. Develop mentor relationships with professionals across the organization. Take the initiative to seek additional responsibilities when you have completed your work. Maintain your network after the internship is over for future referrals and letters of recommendation.



## Evaluating an Internship

- |   |           |          |
|---|-----------|----------|
| 1. Does the internship have a defined beginning and end?  | Yes _____ | No _____ |
| 2. Is the supervisor experienced in the area in which you are working?                                  | Yes _____ | No _____ |
| 3. Is there a clear learning component(s) to the internship?  | Yes _____ | No _____ |
| 4. Are the skills you will gain applicable to future employment?  | Yes _____ | No _____ |
| 5. Will the resources necessary for the internship be provided by the organization?                     | Yes _____ | No _____ |
| 6. Is there a feedback / evaluation process?  | Yes _____ | No _____ |
| 7. Is the internship paid?  | Yes _____ | No _____ |
| 8. If unpaid, does the company have at least one person in a full-time role similar to your internship? | Yes _____ | No _____ |

*If you answered no to any of the questions above, take a moment to think about how valuable this component is to you. If you are unsure, internship advising is a good place to get additional information and insights.*

## UCDC Internship Program

An internship program that allows you to live, learn, and intern in our nation's capital, Washington, D.C.  
[civicengagement.uci.edu/ucdc](http://civicengagement.uci.edu/ucdc)

## UCI Internship Programs

You can learn more about the internship programs available at UCI by visiting:  
[career.uci.edu/students/undergraduate/find-an-internship/uci-internship-programs](http://career.uci.edu/students/undergraduate/find-an-internship/uci-internship-programs)

### **For additional help, try:**

#### **CAREER SPOTS ([CAREER.UCI.EDU/CAREERSPOTS](http://CAREER.UCI.EDU/CAREERSPOTS))**

Quick, informative videos on a variety of topics, including career readiness, internships, and career advice.

#### **CAREER LABS**

Drop in any time during our labs for hands-on help with resume, cover letter, LinkedIn, part-time jobs, and your Handshake profile.

#### **MICRO-INTERNSHIPS VIA PARKER DEWEY ([INFO.PARKERDEWEY.COM/UCI](http://INFO.PARKERDEWEY.COM/UCI))**

Short-term, paid, project-based assignments that are similar to those given to new hires or interns. Participating in micro-internships helps you explore different career paths while building your portfolio, expanding your network, and developing your skills.